Buckman Direct Diversion

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AGENDA

The City of Santa Fe
And
Santa Fe County

Buckman Direct Diversion Board Meeting

THURSDAY, NOVEMBER 3, 2016
4:15 PM
CITY COUNCIL CHAMBERS
CITY HALL
200 LINCOLN AVENUE

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES FROM THE OCTOBER 6, 2016 BUCKMAN DIRECT DIVERSION BOARD MEETING
6. REPORT ON NOVEMBER 2, 2015 FISCAL SERVICES AUDIT COMMITTEE (FSAC)

INFORMATIONAL ITEMS

7. Monthly Update on BDD operations. (Charles Vokes)

CONSENT AGENDA

8. Request for approval to purchase additional flood coverage with American Alternative Insurance Corporation in the amount of $2,000. (Mackie Romero)

DISCUSSION AND ACTION

9. Request for approval to enter into a Professional Services Agreement with Eaton Corporation in the amount of $110,546 exclusive of NMGRT, to replace and install two variable frequency drives (VFD) and provide on-call electrical engineering services. (Mackie Romero)

MATTERS FROM THE PUBLIC

REPORT FROM THE EXECUTIVE DIRECTOR

MATTERS FROM THE BOARD

NEXT MEETING: Thursday, December 1, 2016 @ 4:15pm

ADJOURN

[redacted]

MINUTES OF THE

THE CITY OF SANTA FE & SANTA FE COUNTY

BUCKMAN DIRECT DIVERSION BOARD MEETING

November 3, 2016

This meeting of the Santa Fe County/City Buckman Direct Diversion Board meeting was called to order by Councilor Carmichael Dominguez, Chair, at approximately 4:15 p.m. in the Santa Fe City Council Chambers, 200 Lincoln Avenue, Santa Fe, New Mexico.

Roll was called and the following members were present:

BDD Board Members Present:
Councilor Carmichael Dominguez, Chair
Councilor Peter Ives
Commissioner Henry Roybal
Commissioner Chavez
Mr. J. C. Helms [Citizen Member Fort's alternate]

Councilor Michael Harris [Council Alternate]

Member(s) Excused:
Ms. Denise Fort

Others Present:
Charles Vokes, BDD Facilities Manager
Nancy Long, BDD Board Consulting Attorney
Stephanie Lopez, City Public Utilities Department Office Manager
Mackie Romero, BDD Financial Manager
Erminia Tapia, BDD Administrative Assistant
Erick LaMonda, BDD Interim Operations Superintendent
Bernardine Padilla, BDD Public Relations
Bruce Frederick, Assistant County Attorney
Bill Schneider, City of Santa Fe
Michael Kelley, Santa Fe County
Marcos Martinez, City of Santa Fe
Kelly Brennan, City of Santa Fe
Lynette Trujillo, City of Santa Fe
Will Kessler, CH2M Hill
Ginny Selvin, Las Campanas Co-op

3. **APPROVAL OF AGENDA** [*Exhibit 1: Agenda*]

CHAIR DOMINGUEZ: Any changes from staff?
CHARLES VOKES (BDD Facilities Manager): Mr. Chair, there are no changes to the agenda.
CHAIR DOMINGUEZ: Okay, no changes from staff; what are the wishes of the Board?
COMMISSIONER ROYBAL: Mr. Chair.
CHAIR DOMINGUEZ: Commissioner Roybal.
COMMISSIONER ROYBAL: Move for approval.
COUNCILOR IVES: Second.
CHAIR DOMINGUEZ: There's a motion and a second. Any discussion?

The motion passed by unanimous voice vote.

4. **APPROVAL OF CONSENT AGENDA**
8. **Request for Approval To Purchase Additional Flood Coverage With American Alternative Insurance Corporation in the amount of $2,000**

CHAIR DOMINGUEZ: Any changes from staff? Anything from staff, we only have one item.
MR. VOKES: Mr. Chair, no changes.
CHAIR DOMINGUEZ: Okay, what are the wishes of the Board?
COUNICLOR IVES: Move to approve.
COMMISSIONER CHAVEZ: Second.
CHAIR DOMINGUEZ: A motion and a second. Any discussion?

The motion passed by unanimous voice vote.

5. **APPROVAL OF MINUTES: October 6, 2016**

CHAIR DOMINGUEZ: Anything from staff?
STEPHANIE LOPEZ: No changes.
CHAIR DOMINGUEZ: Okay, and the Board?
COMMISSIONER ROYBAL: Mr. Chair, I'd like to move for approval.
COUNCILOR IVES: Second.
CHAIR DOMINGUEZ: We've got a motion and a second; any discussion?
CHAIRMAN CHAVEZ: I'll just note, Mr. Chair, that I was excused from that meeting and I'll abstain from the vote.
CHAIR DOMINGUEZ: Very good.

The motion passed without opposition and Commissioner Chavez abstaining.

6. REPORT: November 1, 2015 FISCAL SERVICES AUDIT COMMITTEE (FSAC)

MACKIE ROMERO (BDD Financial Manager): Mr. Chairman, members of the Board, a Fiscal Services Audit Committee meeting was held on Tuesday, November 1st. In attendance was Tersita Garcia, City Finance Assistant Director, Don Moya, County Budget Director, Claudia Borchert, County Utilities Director. From BDD we had Mr. Vokes, BDD Facilities Manager, myself and Ermina Tapia, BDD Administrative Assistant.

On the agenda, I did give an update on the BDD fiscal year 15/16 financial statement. Our auditors have begun work and they were on site this week doing test work. I will continue to update the partners on the Board on the completion of our audit. We discussed consent agenda item number 8 which was permission to go ahead and purchase additional flood coverage insurance and then we also discussed, discussion and action item number 9 which we will discuss in this meeting. Is there any further questions?

CHAIR DOMINGUEZ: Any questions? Is that it, Mackie?
MS. ROMERO: That's it.
CHAIR DOMINGUEZ: Thank you very much.
MS. ROMERO: Thank you.

INFORMATIONAL ITEMS

7. Monthly Update on BDD Operations

MR. VOKES: Mr. Chair, members of the Board, I'd like to introduce Erick LaMonda who is currently serving as our interim operations superintendent and I'd like for him to give the update.

ERICK LAMONDA: Good afternoon, Mr. Chair and members of the Board. The BDD production for October has averaged 7.8 million gallons per day. This was about 70 percent of the supplied water to the City and County. We also provide 21 million gallons of water to Las Campanas through the 2A Booster Pump Station. The 2016 year to date raw water diversion total is 1.45 billion gallons which is also 4,445 acre-feet which comes out to about 500 million gallons more than last year.

We will enter any questions or comments on this item.

CHAIR DOMINGUEZ: Thank you. Any questions or comments? Anyone. Councilor Ives.

COUNCILOR IVES: Just one quick one. Obviously, we've had a significantly warm fall, and I know within the City's system that has resulted in continued watering and continued water use, what would we, based upon past years, expect to be pulling on a daily average, if you know?

MR. LAMONDA: Daily average, are we talking about consumption?

COUNCILOR IVES: Yes or why don't we take that.

MR. LAMONDA: Right now our daily consumption is roughly 9 million gallons and usually we would probably be about 7.5 to 8 million gallons. So we are up about 1 to 1.5 million gallons.

COUNCILOR IVES: Thank you.

CHAIRMAN CHAVEZ: And that's system wide?

MR. LAMONDA: That is system wide, yes.

CHAIR DOMINGUEZ: Councilor Harris.

Councilor Harris speaking away from the microphone asked whether the water was from the San Juan-Chama allotment and for a definition of full-term yield.

MR. VOKES: Councilor, when we're talking about deliveries of San Juan-Chama water, the deliveries are all dependent on the supply. I believe that the delivery right now is about 95 percent. They are not delivering 100 percent of our allocation. But that has been sufficient, plus we have additional water in storage that we can use. I think that's just one of those water conservation terms that they like to throw around.

COUNCILOR HARRIS: But it refers to the water being delivered from San Juan-Chama.

BILL SCHNEIDER (City of Santa Fe): Mr. Chair and member of the committee that terminology reflects back to the contract between the federal government and the City of Santa Fe relative to the San Juan-Chama project. The City has a contract to receive 5,230 acre-feet per year but as Chuck alluded to, there are years where essentially that water is not available. So we received 96 percent of that this year to date. It varies, some years we have gotten our full allocation. Last year was the least that we have ever received.

COUNCILOR HARRIS: So that's on an annual? Is that just a calendar year?

MR. SCHNEIDER: That is correct.

COUNCILOR HARRIS: So to date, we have received 96 percent.

MR. SCHNEIDER: Correct.

COUNCILOR HARRIS: And it's the first week of November. Do you expect to –

MR. SCHNEIDER: In all likelihood, we have received our allotment for 2016.

COUNCILOR HARRIS: In other words, that's all we're going to get. The reservoir storage, I know that some of it we have to vacate Abiquiu, I believe, there's no time limit to vacate Abiquiu. El Vado is just really low and Heron, do we get to hold Heron for a certain period of time or indefinitely – an indefinite period of time?

MR. SCHNEIDER: It is not indefinite. So under the terms of the contract, the City is allowed to store water for the fiscal year. In year 2016 we would have to have the water vacated by December 31st, however, we are negotiating and have already received a verbal authorization from the Bureau of Reclamation that we will receive a waiver that will allow us to store the water through to September 30, 2017 for the 2016 water. That gives us nine months of additional storage where we receive less evapotranspiration.

COUNCILOR HARRIS: Okay, all right, very good. And so these quantities are these typical for this time of year?

MR. SCHNEIDER: The storage volumes, actually it is the most we've ever had north of the BDD.

COUNCILOR HARRIS: Okay.

MR. SCHNEIDER: We've been accumulating water.

COUNCILOR HARRIS: So this volume is a little bit higher than normal and we get to hold it assuming there is agreement from the Bureau of Reclamation until September of 2017.

MR. SCHNEIDER: That's in Heron. In Abiquiu we have three separate contracts with indefinite storage.

COUNCILOR HARRIS: Okay, very good . Thank you, Chair. Thank you, Bill.

CHAIR DOMINGUEZ: All right. Anyone else on that item? Anything else you want to add? Welcome and thanks for being here.

Anything else, Chuck on the monthly update?

MR. VOKES: No, Mr. Chairman, thank you.

DISCUSSION AND ACTION

9. Request for approval to enter into a Professional Services Agreement with Eaton Corporation in the amount of $110,546 exclusive of NMGRT, to replace and install two variable frequency drives (VFD) and provide on-call electrical engineering services

MS. ROMERO: Mr. Chair, members of the Board, the BDD currently uses frequency drives at the Membrane Feed Station. The existing equipment at pumps number 2 and number 4 have failed and need to be replaced. Therefore, staff has contacted four suppliers to provide a quote that includes drive manufacturer specifications and based on these factors staff recommends that we purchase two new Eaton Clean Power VFDs to include testing and installation from Eaton Corporation. This agreement will also induce a service contract to provide field service personnel on an as needed basis for servicing of existing electrical equipment.

Eaton Corporation currently does have a New Mexico State Price Agreement. The agreement will be for $110,546. As you can see in the memo there is a breakout and the VFD equipment is around $44,000 each and Eaton Corporation has agreed to give us a 4 percent discount leaving a total cost of $85,546. The contract will include the annual service contract on an as needed basis for an amount up to $25,000. Is there any questions?

CHAIR DOMINGUEZ: Questions on this item? Councilor Harris.

COUNCILOR HARRIS: So is this replacement – is it due, were they past their useful life; what's driving this replacement of these filters? Mr. Vokes, it's probably for you, batter up.

MR. VOKES: Mr. Chair, members of the Board, Councilor Harris, VFDs are installed so that we can vary the amount of water pumped from our large pumps. I think we have approximately 25 that were installed with the facility. They are expensive and I would even say delicate equipment. Typically, they are impacted by power surges from PNM or dirty power. They also require air conditioning. They are air conditioning hogs, sort of speak, they create a lot of heat and you have to dissipate that heat. As far as the why they have failed, I can't really tell you. Most electronic equipment has a life expectancy of about 10 years and we're, of course, about half that. We are looking at

perhaps buying a better quality, is what my staff is assuring me by going to Eaton. They felt that the quality was a higher level than the ones that we purchased with the facility. But we have not done forensics on why the failure occurred. It could be a number of factors. It could be – these went down as a result of a power outage and when we went back to turn them back on they were not there anymore. They were unusable. We have already had one such VFD fail on us and I believe it was last year. And we will do everything in our power and that's one of the reasons we wanted to hire Eaton on a consultant professional services contract so that they can come in and do whatever is recommended to keep our equipment running longer.

COUNCILOR HARRIS: Right, so that would be my next question. If we don't really know now, the people from Eaton should be able to perhaps identify what happened to the two as well as look at the other ones we have and provide some sort of assessment.

MR. VOKES: Right.

COUNCILOR HARRIS: Which may involve cooling the space.

MR. VOKES: It may be –

COUNCILOR HARRIS: It probably does.

MR. VOKES: -- and most likely we have had a number of cooling units fail. We've been replacing compressors and knowing that these units are very sensitive to heat, it becomes a critical repair item for the BDD to make sure that we keep those up and running. So that's another track that we're taking. We're investigating why the cooling systems are failing and whether it is more economical to repair those or to replace those. And I expect in the future that we will be seeking a contract with a local air conditioning and cooling company to not only do maintenance but also be available to repair these. Because essentially when a cooling unit goes down that means that the equipment within that pump station is also subject to wear and tear and cannot be used sometimes. So they go hand-in-hand, the cooling with the electronics.

COUNCILOR HARRIS: Okay. So how long do expect by the time we let the contract to get these VFDs in place?

MR. VOKES: Councilor, they have given us a time line of about five weeks. They are hopeful that they can get them built sooner than that but that was the initial time. We're lucky that things are cooling off.

COUNCILOR HARRIS: Right, thank you Mr. Vokes. Thank you, Chair.

CHAIR DOMINGUEZ: Councilor Ives.

COUNCILOR IVES: Thank you, Mr. Chair. I'd love to – you mentioned a couple of possible reasons for them failing; power outages, compressors going down. I would love to see a memo that just addresses the best understanding that we have, you know, a forensic analysis of why these units are failing at perhaps half of their anticipated lifetime. If you could share that with the Board when you have that in hand that would be great. Thank you.

CHAIR DOMINGUEZ: Commissioner Chavez.

COMMISSIONER CHAVEZ: So, Mr. Chair, I want to ask Chuck if some of the suggestions or direction to staff is already part of the PSA with the incorporation. There's one sentence that reads, Provide a comprehensive engineering report to include findings, test data, and recommendations after completion of work. So this is after you've installed these two feed pumps, right?

MR. VOKES: Yes, Commissioner, we hope to have the forensics from Eaton as a result of this once they install the new units and we take the other ones out.

COMMISSIONER CHAVEZ: So it is part of the scope of services that you're expecting Eaton to do.

MR. VOKES: Yes.

COMMISSIONER CHAVEZ: They are not only replacing these two pumps but they are doing that other work in addition.

MR. VOKES: Yes, right.

COMMISSIONER CHAVEZ: So that's the whole system. You mentioned that there 25 of these units system wide.

MR. VOKES: Yes, that's correct.

COMMISSIONER CHAVEZ: And how many have failed?

MR. VOKES: To date, one, I believe.

COMMISSIONER CHAVEZ: So you're replacing these two as preventive maintenance.

MR. VOKES: That will bring us to three that have failed out of the 25.

COMMISSIONER CHAVEZ: All right. Mr. Chair, I'll go ahead and move for approval of this PSA with the incorporation as noted on the agenda.

COUNCILOR IVES: Second.

CHAIR DOMINGUEZ: Motion and a second; any discussion?

The motion passed by unanimous voice vote.

MS. ROMERO: Thank you.

CHAIR DOMINGUEZ: Thank you, Mackie.

MATTERS FROM THE PUBLIC

CHAIR DOMINGUEZ: Is there anyone from the public that would like to address the Board? I'll call it twice. Last time, is there anyone from the public that would like to address the Board? All right, thank you very much we're going to go ahead and close matters from the public.

REPORT FROM EXECUTIVE DIRECTOR

MR. VOKES: Mr. Chair, members of the Board, I have a couple of items to update the Board. First I'd like to update you on the schedule for delivery of our eight new raw water pumps that were authorized for pump stations 1A and 2A. We have received the project schedule from our contractor Alpha Southwest. The schedule projects that the first two pumps will be delivered and installed by April 26th of 2017. The second set of pumps should be installed by May 10th of 2017. The final four pumps will be installed by July 19th. Once we have the first four pumps installed they will remove the motors from the remaining four pumps and get those reconditioned and then bring all four pumps out at once. As you know, we have been surviving on two pumps at each station right now. So having the new ones by May 10th will be very exciting for staff and the BDD as a whole. Any questions or comments on this item?

The second item, Councilor Dominguez requested that I begin providing a monthly update on vacancies at the BDD. So, I believe that I've given about four updates since I arrived at the BDD. The current Buckman Diversion staffing plan is based on 35 full-time employees. Currently, there are eight vacant positions which by the way is the same number of vacancies that existed when I arrived a little over two years ago. The original staffing plan was designed by the BDD project team prior to the start-up of the facility. Since the start-up the City of Santa Fe has been serving as the BDD's support entity and therefore all the HR procedures including staffing requests, advertising, applications and screenings are processed through the City's HR Department. Over the past two years we have initiated several changes in an effort to be more successful in recruiting and hiring qualified candidates. However, these changes have had limited success.

One of the things I'd like to talk a little bit about is on page two of the document, there's a discussion about WorkKeys and the WorkKeys' requirements. WorkKeys is a testing program. It's an assessment. The company that does it is the ACT. Many of you remember the ACT as a test that you take to get into college. They provide these assessments for testing for screening employees and how well or how strong a candidate they are for being successful in a position. Over the past two years, the majority of the candidates that are otherwise qualified and asked to take the WorkKeys have not elected to take the WorkKeys. The few that have taken the WorkKeys only a couple of those have actually passed the assessment to high enough level to get into the BDD. Of the eight vacancies five of those are linked to WorkKeys requirements. To give you an idea, we have 19 different types of positions at the BDD and 12 of those require WorkKeys screening before they can go into the interview process.

Pages 4 and 5 list our vacant positions and also detail the efforts to fill those positions. I did put how long those positions have been empty. Some of them have been empty since I got here. There are two critical positions that have been vacant. Those are the operations and maintenance superintendent positions. Those have been filled off and on with interims as an interim step but to date we have not had any successful candidates for those positions.

I believe there's a number of issues that have contributed to our vacancy situation. First, the majority of the positions at the BDD are what are classified as middle skilled jobs. That's jobs that require at least two years of college or vocational training past high school. According to the National Work Force Alliance middle skilled jobs represent almost half the jobs in New Mexico; however, only 45 percent of New Mexico workers have the education and training required to fill those positions. So we have a gap there of people that are just qualified out of high school already for these positions.

The second, the BDD does not have any apprentice programs. Half the current staff were hired before the plant started up and received five to six months of initial training before the plant was started. The training included certification programs from the Santa Fe Community College. Over 20 percent of the current staff have been recruited from the City's Canyon Road Water Treatment Plant. In essence, Canyon Road has become a training ground for advancement into the BDD. As I mentioned, the Santa Fe Community College has operations and maintenance certification programs but these programs have not been providing new employees to BDD.

Third is the current resources within the City of Santa Fe HR Department. They are extremely stretched. It is not for a lack of trying or a lack of will to help the BDD. It is just lack of resources. Providing resources just to the existing BDD programs has been a challenge much less us creating and doing new things. So, that's kind of an update of where we are. Again, one of the things, we had an electrical position that has been opened for two years. We have not been able to fill that position. It just opened up again and one of the things that we are trying is that there's a website called Indeed, which is kind of like Monster or DotCom and we posted that yesterday and we've already received two applications as of today on that website. So we are exploring new ways looking to get outside the box and figure out new ways of doing this. But the bottom line is that we continue to operate the plant shorthanded and I'm going to continue to work with the HR Department and do whatever we can to get qualified applicants into the BDD.

With that, I'll enter questions or comments from the Board.

CHAIR DOMINGUEZ: Questions or comments?

[Speaking away from the microphone Board Member Helms asked about the salary range and asked that that information be provided via email to the Board.]

MR. VOKES: Certainly. Mr. Chair and Member Helms, we can provide the salary information. I will let you know that the superintendent position we have looked at about six months ago and it was determined that we would raise those up a level to make them more competitive in the way of salary. I will say that the salaries of BDD are higher than most of the average salaries compared to say the Canyon Road Water Treatment Plan because it is an advanced facility, it takes a higher level employee to run those advanced processes and so I don't have an indication that it is just salary alone. I don't know exactly what it is. I suspect it is recruiting. I suspect that we may have to start some apprentice programs and do a better job of growing our own. I have had a couple of meetings with Santa Fe Community College in an attempt to discuss them changing their program or adapting their program to where it would serve us better. I have not gotten very far with that particular program. As far as the salaries, for the most part I think they are pretty competitive but I will be happy to provide that for the Board.

CHAIR DOMINGUEZ: Councilor Harris.

COUNCILOR HARRIS: I was going to follow up on your statement on the Community College program. You initially said it hadn't been successful [inaudible] but then you referred to it again and you said the program they have is just not closely applicable? Can it be modified or what is the problem?

MR. VOKES: Councilor Harris, I believe it is a good program I think that we need to do a better job of perhaps getting into the high schools and attracting people into the program. If we could perhaps generate some apprentice programs to where in conjunction with the studies, that we could also provide them jobs. I believe an issue, and I'm going to speak out of ignorance here because I've just been in Santa Fe two years, but it seems that the majority to the people that are in Santa Fe want to be in Santa Fe and they don't want to go anywhere: they have deep roots in Santa Fe. So it's a matter of attracting either those people who that are in Santa Fe, get them into the program and grow them up to the level that we need or attracting people from outside either within New Mexico or even in the adjacent states. We do advertise through the Texas Municipal League and I think I quotes in the study that they have about 300,000 hits a month on that website. They typically carry over 1,000 jobs in there. Again, we

need to do something differently and it's matter of having the resources and also the agreement with the HR Department to try different things.

COUNCILOR HARRIS: Right, I would agree. I'm glad to hear you say that. I personally think that are a number of individuals, they may not see themselves in these jobs but they can do these jobs, but it requires some basic skill levels and that means training and so I think those folks are out there. I would encourage you to keep looking and establish working with the training program. Have you talked to CNM down in Albuquerque, I mean that's just – you know, in terms of their programs it kind of pales in what the Community College does.

MR. VOKES: No, we have not been down in Albuquerque. The Doña Ana program in Las Cruces is one of the strongest in the state. I have had conversations with that program and the lady that runs the program and asked for her input also. But I think there's a lot of work to do and unfortunately limited resources to do that. But I'm not saying that we're not going to continue to try.

COUNCILOR HARRIS: Okay, great. And if I may, just a couple of more, Chair. So the WorkKeys protocol, is that BDD's requirement or the City of Santa Fe HR for certain positions?

MR. VOKES: When the BDD program was designed the personnel, the staffing, the org chart, it was agreed to implement the WorkKeys as a way of selecting more qualified candidates for the position. One of the things we will be discussing with the HR Department is if you look at the WorkKeys table that I have there, you'll see that some of those positions require a 6 or a 7 on the WorkKeys. In recent research I've discovered that WorkKeys itself quotes that someone that has a level 5 on both the math and the reading is ready for college, a four-year college, not a community college and therefore I question the fact that we're requiring 6s and 7s when most of our staff have Associates Degrees or less. So it seems to me that there may be a disconnect between the requirements to get in the door and what the program themselves are recommending. I believe that it should be a screening tool to bring in those qualified candidates but the second step is a really good interview and see. You can someone who is very, very smart that may breeze through the WorkKeys and yet they don't have a lot of common sense. They are academically brilliant but not a lot of common sense and vice versa. So we need to continue to look at those and see if it is appropriate to lower those levels down to allow more people through the door, at least into the interview, and then make sure we give them a really good interview so they'll fit in the BDD.

COUNCILOR HARRIS: Okay, and so after going through that analysis is that a determination to, say lower the bar from a 6 to a 5; is that a determination that you have the ability to make?

MR. VOKES: I believe that I can get a commitment from the HR Department to try that, to look at that at least. The way WorkKeys is originally set up is there is an initial assessment of each position and those assessments were done. They are relatively expensive in the neighborhood of $2,000 to $4,000 apiece for each assessment. So it's a huge investment and also takes a long time to do that. I'm currently in discussions with the HR Department in getting their support in looking at least the possibility of lowering some of those and perhaps maybe eliminating one or two of the assessments that aren't proving to bring in the right people. But I'm going to continue to

need not only the Board's support but the City HR Department's support in doing things differently.

COUNCILOR HARRIS: Very good. Thank you, Mr. Chair. Thank you, Mr. Vokes.

CHAIR DOMINGUEZ: Councilor Ives.

COUNCILOR IVES: Thank you, Mr. Chair. It's interesting as I look at these positions the ones on page 4 which would appear to be higher level positions, I surmise, have the 2.2 years vacate, 2 years vacate, 2 years vacate, 1 year vacate and then of course the electrician at the top of the next page, 1.7 years and in each instance it looks like there is at least a six to eight month timeframe when the position was vacated to when it was advertised, and in each instance, for whatever reason, it was not filled and then it looks like it was another year after that before there were additional changes made be it moving it from a Class M to a Class N, etc. Why did those – why are those timeframes so long in your estimation and I compare it to the BDD Equipment Repairmen, Advance Water Treatment Operator, Equipment Repairmen, Fiscal Administrator which seem to be filled in a matter of months as opposed to years.

MR. VOKES: Mr. Chair, Councilor Ives, good questions all of them. Part of what goes on, I would say is that typically from the time that we initiate the process until the time that it is advertised typically takes between one and one-and-a-half months. Part of that is the workload with HR, it just takes that long. We have been advertising typically for a month and advertising nationally because we want to attract the highest caliber that we can. So that was the initial go around.

One of the things I identified when I came here was that the superintendent positions actually required more experience than my position. So there were some things that were needed to be adjusted within the job descriptions and so that process of rewriting and adjusting job descriptions.

The other thing I mentioned in the program was the hiring of Steve Hoffman with EMA to come in and review the program and see where we were. He has made some recommendations. The training program that I inherited when I got here was still in draft form. It had never been formally processed or accepted. So we've been making changes to that program and our intent is to put a program in place that works now not before the plant was in operation. So there are a number of factors for those time periods. But once it is advertised and out for a month then if it's WorkKeys, then we have to send a letter to the candidate. The candidate gets approximately 30 days to review the WorkKeys. There's a WorkKeys training on the internet that they're given access to and then they have to take the WorkKeys. And then it goes back to the HR Department for them to analyze and say, Yes, they pass the WorkKeys. Here's the application. I don't know how to streamline that whole process other than, obviously, if I had someone sitting down the hall from me maybe I could get that done faster but this is the process that we have. And those are some of the reasons.

The new fiscal administrator position was just approved by the Board in this budget and we are at the point of turning in the requisitions and beginning to advertise for that. That's been approximately six months to get that position off the ground. Most changes within the City process are a two- to six-months process of going back and forth and communication.

COUNCILOR IVES: And part of the reason I ask is I've similar conversations within the City. If I see positions that haven't been filled for years it starts making me wonder if we actually need those positions and whether it's not time to reassess the org chart in a more extensive and expansive way. So know that those thoughts ruminate in the back of my mind and would love any thoughts eventually from you and guidance if we do need to restructure the org chart to make a more efficient organization, would love to make sure that we're having those discussions well in advance of the budgeting process so we can accommodate that all in that process without too many hiccups. So I would simply make that request of you to think in those terms and let us know your thoughts as we look at that org chart the next time.

MR. VOKES: If I may quickly, Councilor, we have made some org chart realignments where I felt like we needed more resources and we have moved a couple of positions from one area of the facility to the other. I continue to visit that. I also have been working with Rick Carpenter who is our acting director and making suggestions as to better utilizing staff and being more efficient. But, again, I would seek some sort of solution to being able to move through the processes in a more efficient manner.

COUNCILOR IVES: Would welcome your input there too. Thank you.

CHAIR DOMINGUEZ: Thank you, anyone else? Thank you very much, Chuck.

MATTERS FROM THE BOARD

CHAIR DOMINGUEZ: Anyone from the Board?

Okay, Let me just make a quick statement for the record. I will state for the record and our minutes that the only matter discussed during the Executive Session of our last Board meeting on October 6, 2016, was the matter as stated in the motion to go into Executive Session and no action was taken. The Executive Session concluded at 6:07 p.m. I can provide you that in writing if you want.

Okay, anything else from the Board? We do expect to have a meeting in December and an Executive Session and then after the New Year we'll probably look at the FOPA and some other "organizational" kinds of physical changes.

NANCY LONG (Board Counsel): Yes, Mr. Chairman, that is correct. We do have the amendment to the FOPA going through circulation at the City and the County and the respective attorneys and staff and that will be coming to you at some point in the next month or two. It is anticipated that would be approved in December, we hope along with an amendment to the Joint Powers Agreement and as you indicated, Mr. Chair, we're also looking at your rules that will all come to the Board at about the same time.

CHAIR DOMINGUEZ: All right, anyone else?

NEXT MEETING: Thursday, December 1, 2016 @ 5:10 pm

ADJOURNMENT

Having completed the agenda, Chair Dominguez declared this meeting adjourned at approximately 4:30 p.m.

Approved by:

Carmichael Dominguez, Board Chair

Respectfully submitted:

Karen Farrell, Wordswork

FILED BY:

GERALDINE SALAZAR
SANTA FE COUNTY CLERK

ATTEST TO:

YOLANDA Y. VIGIL
SANTA FE CITY CLERK

EXHIBIT
tabbies
1

Buckman Direct Diversion

CITY CLERK'S OFFICE
DATE 10-27-16 TIME 10:15
SERVED BY Erminia Tapia
RECEIVED BY Yolanda Y. Vigil

AGENDA

The City of Santa Fe
And
Santa Fe County

Buckman Direct Diversion Board Meeting

THURSDAY, NOVEMBER 3, 2016
4:15 PM
CITY COUNCIL CHAMBERS
CITY HALL
200 LINCOLN AVENUE

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES FROM THE OCTOBER 6, 2016 BUCKMAN DIRECT DIVERSION BOARD MEETING
6. REPORT ON NOVEMBER 2, 2015 FISCAL SERVICES AUDIT COMMITTEE (FSAC)

INFORMATIONAL ITEMS

7. Monthly Update on BDD operations. (Charles Vokes)

CONSENT AGENDA

8. Request for approval to purchase additional flood coverage with American Alternative Insurance Corporation in the amount of $2,000. (Mackie Romero)

DISCUSSION AND ACTION

9. Request for approval to enter into a Professional Services Agreement with Eaton Corporation in the amount of $110,546 exclusive of NMGRT, to replace and install two variable frequency drives (VFD) and provide on-call electrical engineering services. (Mackie Romero)

MATTERS FROM THE PUBLIC

REPORT FROM THE EXECUTIVE DIRECTOR

MATTERS FROM THE BOARD

NEXT MEETING: Thursday, December 1, 2016 @ 4:15pm

ADJOURN

PERSONS WITH DISABILITIES IN NEED OF ACCOMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 505-955-6520, FIVE (5) WORKING DAYS PRIOR TO THE MEETING DATE